

City of Galena
Edgar Nollner Health Center (ENHC)
Position Description

Position Title: Clinical Nurse, RN
Department: ENHC-Medical
Reports to: Executive Director
Salary Range: DOE

Summary:

This is a key position in coordinating patient flow and assisting medical providers in the provision of patient care within an ambulatory care setting. Assists mid-level and visiting providers with direct patient care within scope of practice, manages patient referrals and patient data. Participates in clinic-wide quality assurance activities including chart audits, regular laboratory and equipment monitoring and quality control. Conducts community assessments for health education needs, develops and conducts patient education groups and screenings and health maintenance clinics.

Essential Duties:

- Provides clinical support to mid-level providers during regular clinic hours for both scheduled patient visits and emergencies
- Assists providers with patient referrals and case management
- Provide after hours triage on a rotating basis and after hours support to provider on-call as needed.
- Maintains patient files and documentation per ENHC policies and procedures
- Creates immunization tracking protocol, maintains vaccines per State of Alaska standards and provides case management for community immunization needs.
 - Organizes and implements annual flu-shot clinic
- Case management and implementation of well-child care in conjunction with the State Public Health Nurse
- Conducts community health needs assessments and patient satisfaction surveys.
- Provides community with pertinent health education materials
 - Develops and conducts specialty clinics/health education classes based on needs assessment
- Maintains quality assurance in the laboratory per protocol
- Supervises and provides necessary training for the medical assistant
- Participates in Quality Assurance meetings and activities
- Attends staff meetings as scheduled
- Other duties and administrative responsibilities as assigned
- Willing to travel for training

Qualifications:

- National certification as an RN.
- Holds, or eligible for, current Alaska RN license
- Holds, or eligible for, current Alaska driver's license
- Basic emergency skills: BLS, CPR
- Management, Quality Assurance and Patient Education experience

Preferred Knowledge and Abilities:

- Experience working in a cross-cultural setting
- Certification in advanced emergency skills: PALS, ACLS, ATLS, EMT
- Strong interpersonal skills
- Strong verbal and written communication skills

Physical Demands:

Job incumbent must be able to lift and carry up to fifty pounds. Position may require lifting, assisting with patient transfer, bending, stooping kneeling, reaching and stretching. Occasional travel required; may be subject to harsh environmental conditions when traveling. Work condition may vary. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful environment.

Summation:

This is a position that is central to improving and maintaining the standards of care for our patient population by providing the logistical and hands-on support for the mid-level providers and by providing community, and individualized, patient education.

Employment Practices:

The ENHC and the City of Galena are equal opportunity employers.